

# WHMIS 2015

## Implementation Checklist



Tasks for your workplace	Assigned to	Date Completed
<b>Inventory Management</b>		
Annual physical inventory of hazardous products onsite		
<b>WHMIS SDSs &amp; Labels</b>		
Is there an SDS in your binder for each product onsite?		
Have your SDSs been checked with a supplier and updated recently?		
Are supplier labels in good condition on products or need replacement?		
<b>Purchasing</b>		
Do you have a process for purchasing a chemical product? Is a risk assessment done?		
Can you substitute a product for a less toxic substitute?		
<b>Exposure Controls</b>		
Are controls for your hazardous products working properly? <ul style="list-style-type: none"><li>• Ventilation processes and equipment</li><li>• Respirators</li><li>• Eye Protection</li><li>• Gloves</li><li>• Foot and Protective Clothing</li></ul>		
Do controls need replacement or maintenance?		
Does Protective Equipment fit employee properly?		
Does anyone need training on how to properly use and/or store protective equipment and controls?		
<b>Safe Work Procedures</b>		
Review and demonstrate safe work procedures for your processes - includes use, handling and disposal of a hazardous product.		
Demonstrate how to decant or take a sample.		
<b>Education</b>		
Identify who needs WHMIS education and if it is up-to-date.		
Review how to access SDSs.		
Review the Fundamental Questions workers need to know to work safely with a product: <ul style="list-style-type: none"><li>• What are the hazards of this product?</li><li>• How do I work safely with it?</li><li>• What to do in an emergency?</li><li>• Where do I find more information?</li></ul>		

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<b>Emergency Preparedness</b>		
Check first aid kits to ensure they are stocked and match the hazards onsite.		
Review spill control procedures.		
Is the spill kit complete and match the hazards onsite?		
Check fire extinguishers onsite.		
Review emergency procedures.		
Conduct a fire drill.		
Check air monitoring equipment.		
Check that eye wash/safety showers work and are easily accessed.		
Demonstrate the actions to be taken in the event of an exposure to a hazardous product.		
<b>Storage</b>		
Are products stored in appropriate containers and properly labelled?		
Are chemicals stored with compatible groups?		
Are chemicals locked up as needed.		
Are chemicals stored at the optimal temperature as needed?		
<b>Signage</b>		
Is there signage for chemical storage areas?		
Is there signage for prohibited actions i.e. no eating or no smoking?		
Are eye wash/safety shower stations, first aid kits labelled?		
Is an emergency number posted?		
<b>Waste</b>		
Review waste storage procedures.		
Is waste material labelled?		
Is waste documentation up-to-date?		

Chemscape's sdsBinders is an online SDS Management System with mobile capabilities. Our service keeps your SDSs accessible, up-to-date and compliant. Our premium CHAMP tool provides chemical hazard assessments that suggest substitutions and recommends controls. Workplace labels are auto-generated. SmartChart® tools can be used as signage to display critical hazard information using icons and used also to audit controls. A library of workplace chemical hazard education videos is included in CHAMP. Chemscape has produced a WHMIS 2015 online training course and can author Safety Data Sheets.

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